

JOB DESCRIPTION

Position: Supply Chain Executive

- Unit: Supply Chain
- Location: Ho Chi Minh City
- Report to: Supply Chain Manager

Being founded on industrial expertise and a marketing mindset, since 2003, GroupG Asia Pacific has set the mission of creating high-quality care products for life. Based on the fundamental philosophy of supplying specialty ingredients to food, cosmetics, and pharmaceutical manufacturers in Asia, we have taken on the challenge of pursuing a comprehensive solution model with innovation at its core.

Along with the development of society, humans seek values beyond consumption, which is “Living a happier and healthier life” through the improvement of food, lifestyle, healthcare, and environment. For this goal, a one-way supply chain that starts from raw materials, manufacturing, to consumption is no longer enough. Instead, it is a more flexible and multi-dimensional value connection to take full advantage of all partners. GroupG Asia Pacific, therefore, believes in the philosophy: **Creative Partnerships and Innovative Solutions** are the keys that enable us to create **Shared Values**.

We are looking for this critical position to become part of our professional innovative and dynamic group.

Key Responsibilities

1. Orders and export-import procedures

- Manage, follow up, summarize, and process the orders, contracts, and complete all the import & export procedures and documents.
- Receive, check, and compare all the import & export documents to be compatible with Vietnam's latest policies and partners' countries.

2. Customer Relationship Management

- Frequently contact, take care and maintain the relationships with suppliers, partners, customers; collect and evaluate the feedback from customers, markets and competitors.
- Monitors the performance of suppliers, assessing their ability to meet quality and delivery requirements; identifies and qualifies new suppliers in collaboration with other departments

3. Warehouse & Domestic order delivery duties

- Monitor logistics activities and goods inventory to ensure smooth supply chain operation.
- Frequently update and propose with the management to optimize the costs in logistics activities, tax, freight, warehouse fees; prepare regular reports to the company and the authorities.
- Connect with relevant departments to ensure the delivery schedule, solve the incurred problems, and optimize the inside combination with partners to decrease the risks and costs.
- Package items and label correctly

- Verify orders before each delivery and maintain a detailed, comprehensive delivery log to manage to deliver orders within an optimal time.
- Manage multiple orders, delivery locations, and customers at the same time
- Process inventory for delivery and update logs, documentation for inventory processing
- Sort, organize and store inventory in the proper location. Move materials from facilities to workstations, pick-up locations, or other locations. Move inventory and materials across facilities.
- Report damaged or missing inventory to supervisors.
- Prepare documentation and inventory for audits (if any).

4. Collaboration:

- Follow and support the accounting department to recover, compare, and make payments with suppliers or foreign customers.
- Update and manage the costs, prices, support the accounting to follow, and estimate the suitable costs for each product, order, and supplier.

Qualifications

- Bachelor's Degree in Logistics/ Supply Chain or related fields
- 3-5 years of experience in similar relevant position required.
- Advanced in office software (Word, PowerPoint, Excel)
- Fluent in English (communication and written)
- Knowledge of logistics, supply chain
- Ability to successfully manage multiple priorities and to handle challenging work demands and tight schedules
- Good organizational and interpersonal skills, time management, negotiation, build relationships.

If you would like to apply for the job, send your resume and cover letter to **pnc@groupg.com.sg**